



ASTD Maryland Chapter
<http://maryland.astd.org>
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President-Elect

Position Summary:

The President-Elect is responsible for helping the President manage the Chapter's operations, development and growth and to prepare for the transition to President.

Time Commitment:

Term: One year

Responsibilities:

Board Participation – 8-10 hours per month

- Serves as a member of the Executive Committee
- Attends all Board Meetings
- Assumes duties of President should office become vacant or in President's absence
- Works closely with Board members as appropriate to assist them with administrative operations
- Becomes familiar with duties of all members of Board
- Plans for transition to President
- Assists the President in future planning
- Maintain all chapter governance documents; ensure they are up to date and reflect current chapter operations. These documents include but are not limited to Bylaws, Constitution, Articles of Incorporation

Leadership Development

- Observes Board, committee and chapter members for leadership potential
- Coordinates the Board to attend the ASTD Leader's Conference held each fall
- Serves on the Nominating Committee
- Assist Past-President with onboarding of new leaders/Board members

CORE – 1-2 hours per month

- Oversees CORE execution and submission
- Works with each Board member to educate them on CORE overall and the individual components that relate to their position
- Lead operational plan development with Board
- Lead yearly risk assessment

Qualifications:

- Skilled in written and verbal communication, personal interaction and problem-solving
- Ability to plan, organize and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Ability to attract and lead committee members
- This position requires joint membership to ASTD National and ASTD Maryland Chapter. Ability to serve a three-year term – President-Elect; President; Past-President